



# Contracts & Procurement PURCHASING NEWS

## May 2015



### TONY JOLLEY IS MOVING ON TO HIS NEXT ADVENTURE!

Tony Jolley, or as you may know him, the “PeopleSoft Guru”, will be leaving Contracts and Procurement to Information Services as their new Projects Manager. This is a great step forward for Tony, and he will no doubt continue to be a valuable asset to the County as he serves in a new capacity. We are incredibly sad to say goodbye to him as a team member, but excited to know that he will continue to serve county agencies in his most extraordinary way. His last day with Contracts and Procurement will be May 8<sup>th</sup>.



### HOW ARE REQUISITIONS ASSIGNED?



We have established a process for all agencies to send in their purchasing requests through the PeopleSoft system. In past years buyers were tied to specific commodities and it was difficult to maintain a consistent workload distribution. During the past two years, we have been cross training the buyers in many commodity areas and all types of solicitations.

Sharon Pierce, the Purchasing Manager, will distribute the workload to the buyers when the required documentation has been received in the PeopleSoft System. The priority order for solicitations is first assigned -- first priority. Sharon will communicate with the buyer if a newer project is a higher priority. The following is considered when assigning:

- Workload for total team
- Buyer expertise in the commodity area
- Number of solicitations already assigned to a buyer, but not issued yet
- The backend work for solicitations issued



### GOING GREEN! Construction Bidding Process is now Electronic

In an effort to streamline our construction bidding process to mirror that of other solicitations, and to embrace “green” processes, Contract and Procurement officially kicked-off the new electronic bidding process for construction projects on Monday, April 27<sup>th</sup>. This will impact Parks and Recreation and Facilities and results in a new workflow. Please take a look at our new process flowchart available on our [website](#).



### P-CARD REPORTS

Looking for a report that shows ALL of the details of your p-card purchases for your division, or just for one cardholder? Visit our [website](#) to view an excel file for each month of 2015 that offers additional details not available in PeopleSoft.

## FEATURED TIP!

### Setting up a New Requester

Are you confused about how to set up a new Requester or user in the PeopleSoft purchasing system? Simply fill out the [Request for Access to PeopleSoft Purchasing System](#) form and sent it to both [I.S. Support](#) and [Contracts and Procurement](#) – and we'll take it from there!

### REQUISITION #20,000!

Thank you for the progress we have made in PeopleSoft this past year. Since January 2014 you have created nearly 18,000 Requisitions and 17,000 Purchase Orders! That is an incredible amount of work and learning. Thank you for your efforts! Last year we had a contest to name the date when we would hit 10,000 Purchase Orders. We will have a similar event this year for when we will hit 20,000 Requisitions. Look for more details in next month's newsletter. A prize will be given to the person who is the first to select the correct date when we hit # 20,000. We will also have a prize for the lucky Requester who creates Requisition #20,000!



### SURPLUS WAREHOUSE DATES

The Warehouse will be open  
**May 7, 14, 21 & 28th**

Hours of operation are 9:00 AM-11:00 AM, unless otherwise noted. Contact [Brian Anderson](#) for an appointment to drop off surplus items. To view available items, visit the [Purchasing Website](#).

## CANCELLING REQUISITIONS



Many of you will recall that there is “a bug” in PeopleSoft or as Tony likes to call it “a feature” that happens when we try to cancel a Requisition. Currently, the system allows us to cancel the Requisition, but it does not free up the pre-encumbrance in the Budget. Subsequently, the system will show a pre-encumbrance of zero, but the pre-encumbrance is not always cleared in the Budget.

Oracle sent a patch to correct this feature that the county needs to test and implement. In the meantime, please do not cancel Requisitions. Instead of cancelling them, use Requesters' Workbench and close them, then budget check them. Here's a [link](#) to the process to close a requisition. If you have any questions, please let us know.



## PEOPLESOFT TRAININGS FOR REQUESTERS

### *Troubleshooting PeopleSoft Purchasing Class*

If you are having any troubles with PeopleSoft Purchasing or Contracts – come to the Thursday classes and bring your questions and/or production issues. We will work together to get them resolved! These classes are held every Thursday at 3:00 PM, in the Contracts & Procurement Conference room. The purpose of this meeting is:

- Review any issue or challenge you are seeing in PeopleSoft with Contracts & Procurement
- Help others on any Purchasing issue
- Troubleshooting – Bring your production issues!

## ***New Requester Training Class***

Our next New Requesters' Training Class will be on May 13th at 10:30 AM in the Contracts & Procurement Conference room. If you or anyone you work with would like to attend the New Requester Training Class, please [email](#) us by May 11th EOD.

## ***Advanced Requester Class***

Our next Advanced Requesters' Class is May 20th at 2:00 PM. Please [email us](#) any topics you would like discussed. Our current list of possible topics includes:

- Using Queries
- Buyers Workbench
- Requesters Workbench
- Accounts Payable Issues
- Budgeting issues
- Pre-Encumbrance report
- Encumbrance report
- Supplier Contract issues

The class is scheduled for only one hour. Please let us know what topics are most important to you by May 15th. We will focus on the top two or three topics.

## **CONTRACTS FOR MEDICAL, HOSPITAL AND PERSONAL CARE ITEMS**



Please note Cardinal Health's physician office business has been purchased by Henry Schein. Effective Monday, May 4, 2015 Cardinal Health's contract MA477 will be canceled.

Also, World Medical Government Solutions (WMGS) has been purchased by McKesson Medical Surgical. Effective Monday, June 1, 2015 WMGS' contract MA2013 will be canceled.

Users of these two canceled contracts could start using the following State of Utah/MMCAP Contracts the contract MA2204 with Henry Schein is in the process of being set up with the County:

- MA264 Medline Industries
- MA310 McKesson Medical Surgical
- MA2204 Henry Schein (is being set up)

## **PAYMENT CARD TRAINING WEDNESDAY, May 20th 11:00 AM- 12 noon**



Come learn about the benefits of using a payment card for small cost purchases. If you have submitted a Payment Card Application, you will need to attend a training session before your card will be issued. Please RSVP to [Cynthia Carrington](#) to reserve a spot in the class.



## **NEW NOTARY PROCESS**

A new process has been established for obtaining a notary certification as well as renewing a current notary certification. Beginning immediately, applicants should send a copy of the application they receive from the State once they pass the test to [Sherry Pace](#), with Fred Moreton Bond Company. After processing, she will send an email to the applicant with the bond form and oath they will need to sign and send to her in the mail, along with the signed application. This new process will assist in avoiding duplicate entry for the bond company, as well as streamline the processing time. If you have any questions on this change, please contact [Angelina Harward-Collard](#).

## A MESSAGE FROM MAYOR'S FINANCE



Ryan Noyce from Mayor's Finance reviews helpful queries and the process of submitting payments to Accounts Payable



Mayor's Finance would like to thank Sharon McNulty for her service to Salt Lake County. *Sharon will be retiring from Salt Lake County, effective May 15, 2015.*

It has been a fun year as the County has retired a 30 year old financial system. There have been challenges, as we worked to integrate the new system with our existing processes. During this time, a few of the old process have had to be changed or modified, some of which have been painful.



As a reminder, to assist County Departments, the following queries are available:

- MFA\_AP\_PAID\_VOUCHERS
- MFA\_OUTSTANDING\_INVOICES
- MFA\_AP\_VENDOR\_LISTING



Also, when submitting payment requests to Accounts Payable, please remember:

- ✓ All Invoices should be sent to [ap@slco.org](mailto:ap@slco.org)
- ✓ EFT payments are issued daily. Checks are only issued on Tuesday's. If Tuesday is a holiday, checks will be issued on Monday. When checks are processed, AP looks forward one week and will pay everything that is due. For example, for a check run on Tuesday, May 5<sup>th</sup>, AP will "look forward" to May 11<sup>th</sup> and pay all invoices that have been entered in PeopleSoft and are due on or before May 11<sup>th</sup>.

- ✓ All "Direct Pays" should be approved by Department management before sending them to AP
- ✓ Encourage all of your vendors to switch to EFT payments. EFT payments are timely, secure, more efficient and paid daily.
- ✓ All invoices should be submitted to AP early and regularly.
- ✓ If a vendor accepts a credit card, the P-Card should be used. These invoices should not be sent to AP for payment.
- ✓ When submitting spreadsheets to AP, the data and format should be correct. Failure to do so could result in payments being delayed or wrong.
- ✓ To ensure employees receive their travel allowance before they travel, all Requests for Travel Allowance should be submitted to Mayor's Finance 10 working days before the traveler's departure date. Otherwise, the MFA cannot guarantee that the per diem check will be available prior to the traveler's departure date.
- ✓ If a PO has been entered as an "Item", a receipt will need to be entered in PeopleSoft before payment will be issued to the vendor.
- ✓ Equipment, computers and other products should be entered in as an item on the PO. Each item will need to be listed with a separate quantity and amount. For example, if 5 computers and 5 monitors are being purchase, the PO should have 5 computers @ \$1,000 and 5 monitors @ \$200. Once the computer and monitors have been received, the invoice should be submitted to AP for payment and a Receipt should be entered for the number of items Received.



# CONTRACT UPDATES

## NEW COUNTYWIDE CONTRACTS

For a complete list of Countywide Contracts visit our [website](#)

Contract #	Vendor	Description	Expiration
MA358	Pluralsight LLC	Online Computer Training	12/9/2017
UDOT159752	Gades Sales Co Inc	Traffic Signal Brackets	3/9/2020
PD598	AM Signal Inc	Thermal Detection Camera	1/9/2019
MA200	Cintas First Aid and Safety	Defibrillators	3/31/2017
UDOT159755	Econolite Control Products Inc	Traffic Control Systems	4/5/2020

## RENEWED OR EXTENDED COUNTYWIDE CONTRACTS

Contract #	Vendor	Description	Expiration
CW12112C	Ute Cab	Transportation	6/25/2016
AR457	Canon Solutions America	Canon Copiers	6/30/2015
CW13125C	Hajoca Corp	Outdated Plumbing	5/30/2016
CZ13123C	Granite Construction	Sand and Gravel	5/30/2016
CZ13124C	Lakeview Rock Products	Sand and Gravel	5/30/2016
CZ13125C	Asphalt Materials Inc	Sand and Gravel	5/30/2016

## EXPIRING COUNTYWIDE CONTRACTS

IF YOUR AGENCY UTILIZES AN EXPIRING CONTRACT, PLEASE CONTACT CONTRACTS & PROCUREMENT FOR AN UPDATE.

Contract #	Vendor	Description	Expiration	Additional Information
CW11107C	CEM	Swimming Pool Supplies	5/14/2015	Going out for bid
CW11108C	Intermountain Aquatech	Swimming Pool Supplies	6/7/2015	Going out for bid
CW13126C	Ferguson Enterprises	Outdated Plumbing	5/30/2015	Hold for suppliers signature
CZ13122C	Kilgore Contracting	Sand and Gravel	5/30/2015	Renewal sent to supplier
CZ13126C	Geneva Rock Products	Sand and Gravel	5/30/2015	Renewal sent to supplier
MA2013	World Medical Governance	Medical Hospital Supplies	5/31/2015	Expecting new State contract
MA241	Oakland Construction	Construction Job	5/1/2015	State renewal expected
MA264	Medline Industries Inc	Medical Equipment	5/31/2015	State renewal expected
MA722	Econolite Control Products	Traffic Control Equipment	5/4/2015	See UDOT 159755

Contract information available on the [Purchasing website](#). (Click "Contract Information" & "Current Contracts")

State contracts can be viewed at: [www.purchasing.utah.gov](http://www.purchasing.utah.gov)

Suggestions? We would love to hear them!

If you have any requests, ideas, questions, suggestions, and/or comments about the newsletter or its contents, please contact [Angelina Harward-Collard](#).